

POTTSGROVE SCHOOL DISTRICT  
Administrative Office

TO: Members, Board of School Directors  
FROM: Bradley C. Landis, Superintendent  
DATE: August 9, 2011  
RE: Monthly Meeting of the Board of Directors  
District Office

MONTHLY MEETING AGENDA

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
  - II. ROLL CALL
  - III. APPROVAL OF MINUTES
  - IV. PUBLIC COMMENT
  - V. REPORT OF THE SUPERINTENDENT
    - A. ACTION ITEMS
    - B. DISCUSSION ITEMS
  - VI. RECEIVING OF ACCOUNTS FOR AUDIT
    - A. High School Accounts
    - B. Middle School Accounts
    - C. Cafeteria Fund Accounts
- Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_
- VII. GRANTING OF ORDERS
- Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_
- VIII. TREASURERS REPORT
- Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_
- IX. NEW BUSINESS
  - X. ADJOURNMENT

**A Message concerning recording devices:** Board Policy 7601 states, "Microphones, cameras, and other paraphernalia related to recording devices are only permitted at the table provided for the news media or with the express permission of the Board President. Also, extra lighting of any sort in the meeting room will only be permitted with the express permission of the Board President." Adopted December 2, 1992.

MEMORANDUM

TO: Members. Board of School Directors  
FROM: Bradley C. Landis  
DATE: August 9, 2011  
RE: Meeting of the Board of School Directors  
District Office

VI. REPORT OF THE SUPERINTENDENT

A. ACTION ITEM

1. PERSONNEL

a. Recommendation to approve resignations

1. Name: Christopher Shaffer  
Position: Principal – Pottsgrove High School  
Effective Date: 9/23/2011
2. Name: Debbie Hampton  
Position: Nurse – Lower Pottsgrove Elementary  
Effective Date: 8/19/2011
3. Name: Holly Kennedy  
Position: Duty Aide – Lower Pottsgrove Elementary  
Effective Date: 7/25/2011
4. Name: Laura Bausbacher  
Position: Duty Aide – Ringing Rocks Elementary  
Effective Date: 7/25/2011
5. Name: Tamara Claypoole  
Position: Intervention Tutor – Ringing Rocks  
Elementary  
Duty Aide- Lower Pottsgrove Elementary  
Effective Date: 7/18/2011
6. Name: Jessica Martin  
Position: Substitute teacher  
Effective Date: 7/7/2011

7. Name: Aileen Burke  
Position: Intervention Tutor- Lower Pottsgrove Elementary  
Effective Date: 8/1/2011
8. Name: Amber Martin  
Position: Substitute aide  
Effective Date: 7/28/2011
9. Name: Kim Schwanbeck  
Position: Substitute nurse  
Effective Date: 8/2/2011
10. Name: Chris Talley  
Position: Substitute teacher  
Effective Date: 8/2/2011
11. Name: Judy Sidebottom  
Position: Elem. Grade Coordinator LP - 5  
Effective Date: 8/3/2011

ACTION: Approve the resignations as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- b. Recommendation to approve Yolanda Williams to assume the position of Interim High School Principal effective September 1, 2011 for the 2011-12 school year at a salary of \$114,000.

ACTION: Approve the request as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- c. Recommendation to approve Jeff Madden to assume the position of Interim High School Assistant Principal effective September 1, 2011 for the 2011-12 school year at a salary of \$83,000.

ACTION: Approve the request as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

d. Recommendation to approve non certified employment

1. Name: Stacy Fiore  
Position: PT Secretary for Special Education  
Replacing Laurie Bickert  
Wage: \$14.63 per hour  
5 hours per day/201 days per year  
Effective Date: 8/1/2011
2. Name: Christine Shuster  
Position: Duty Aide– Lower Pottsgrove Elementary  
Wage: \$10.75 per hour – 2.5 hours per day  
Effective Date: 8/24/2011
3. Name: Deanna Santangelo  
Position: FT Nurse– Replacing Debbie Hampton  
Wage: \$19.00 per hour  
Effective Date: 8/24/2011
4. Name: Melissa Barber  
Position: PT Nurse– Replacing Debbie Freedman  
Wage: \$19.00 per hour – 20 hours per week  
Effective Date: 8/24/2011
5. Name: Theresa Drumheller  
Position: PT Nurse– Replacing Gerri Skokowski  
Wage: \$19.00 per hour – 16 hours per week  
Effective Date: 8/24/2011
6. Name: Clara Fair  
Position: Duty Aide– Lower Pottsgrove Elementary  
Wage: \$10.75 per hour – 3 hrs. 40 min. per day  
Effective Date: 8/24/2011
7. Name: Robin Gadsby  
Position: Duty Aide– Lower Pottsgrove Elementary  
Wage: \$11.89 per hour – 3 hrs. 40 min. per day  
Effective Date: 8/24/2011
8. Name: Marie Boothman  
Position: Duty Aide– West Pottsgrove Elementary  
Wage: \$10.75 per hour – 3 hrs. 40 min. per day  
Effective Date: 8/24/2011
9. Name: Hollie Kasper  
Position: Duty Aide– Lower Pottsgrove Elementary  
Wage: \$10.75 per hour – 3 hrs. 40 min. per day  
Effective Date: 8/24/2011

10. Name: Peg McKelvey  
Position: Duty Aide– Lower Pottsgrove Elementary  
Wage: \$10.75 per hour – 2 hrs. 30 min. per day  
Effective Date: 8/24/2011
11. Name: Donna Haines  
Position: Duty Aide– Lower Pottsgrove Elementary  
Wage: \$10.75 per hour – 2 hrs. 30 min. per day  
Effective Date: 8/24/2011

ACTION: Approve the non-certified employment as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

e. Recommendation to approve certified employment

1. Name: Karen Wolfe  
Education: Kutztown University  
Certification Type: Instructional II  
Certification Area: Reading Specialist  
Experience: Antietam School District  
Elementary Reading Specialist  
2008 – present  
Assignment: Reading Specialist – Lower Pottsgrove  
Replacing Kylie Friend  
Salary: \$54,331 –Masters Step 6  
Effective Date: August 24, 2011

ACTION: Approve the certified employment as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

f. Recommendation to approve student teacher placement for the 2011-2012 school year

Cabrini College

<u>Name</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Mary Stevens	Robin Scouton – Gr 4 LP	1/18/12 – 3/14/2012
	Crystal Lloyd – K - LP	3/15/12 - 5/4/2012

ACTION: Approve the request as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

g. Recommendation to approve supplemental positions for the 2011-2012 school year

Cheerleading Head MS F	Ann	Scott*	\$2,628.00
Cheerleading Head HS F	Lindsey	McNamara*	\$3,336.00
Cheerleading HS F Asst	Alicia	Harris*	\$2,085.00
Cross Country Asst MS	Mike	Romeo	\$3,024.00
Cross Country Asst HS	Marilyn	Eaton	\$3,024.00
Cross Country Head HS All	Larry	Rechtin	\$4,032.00
Football Asst 7th M	Rich	Ashburn*	\$2,520.00
Football Asst 8th M	Ken	Ivory*	\$2,535.50
Football Asst 9th M	Keith	Schurr*	\$3,227.00
Football Asst HS M	Eric	Engstrom	\$5,292.00
Football Asst HS M	Bill	Hawthorne	\$5,292.00
Football Asst HS M	Mike	Tomasso*	\$5,292.00
Football Asst HS M	Jim	Algeo	\$5,292.00
Football Asst HS M	William	Bradford*	\$5,292.00
Football Asst. 7th M	Michael	Mayes*	\$2,190.00
Football Head 8th M	Al	Reed	\$3,276.00
Football Head 9th M	Ryan	Towson*	\$3,961.50
Football Head HS M	Rick	Pennypacker	\$7,056.00
Golf Head HS All	Don	Petrella	\$4,788.00
Golf Asst HS All	Roger	Rentschler*	\$2,919.00
Hockey Asst HS F	Bev	Stuart	\$2,919.00
Hockey Asst HS F	Kristen	Uhas	\$2,919.00
Hockey Asst Grade 8	Christine	Moyer	\$2,772.00
Hockey Asst Grade 7	Jodi	Sproule	\$2,293.50
Hockey Head HS F	Christine	Campbell	\$4,536.00
Hockey Head Grade 9	Nancy	Albright	\$3,528.00

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Soccer Asst HS F	Aaron	Cebular*	\$2,919.00
Soccer Asst HS F	Rich	Wood*	\$3,227.00
Soccer Asst HS M	Jeff	Erb*	\$3,374.00
Soccer Asst HS M	Kevin	Grimm*	\$3,528.00
Soccer Asst MS M	Jon	Vesser	\$2,305.00
Soccer Asst MS F	Marissa	Bono	\$2,085.00
Soccer Head HS F	Steve	Mellor	\$3,753.00
Soccer Head HS M	Jay	Witkowski	\$4,536.00
Soccer Head MS F	Kathy	McGeehan	\$2,919.00
Soccer Head MS M	Rick	Royce	\$3,374.00
Tennis Asst HS F	Mary Ellen	Wilson*	\$834.00
Tennis Head HS F	Gus	Tellis*	\$4,032.00
Band Front HS	David	Bowman*	\$2,919.00
Intra Weight Trng HS Head	Brad	Burpee	\$1,042.50
Band Concert Advisor MS	Kathy	Williams	\$756.00
Band Jazz MS	Kathy	Williams	\$504.00
Band Symphonic MS	Kathy	Williams	\$756.00
Bell Choir MS	Joy	Stathopoulos	\$417.00
MS Choreographer	Cheryl	Fithian*	\$504.00
Chorus Head MS	Carole	Bean	\$504.00
Detention Monitor Head MS	Elwood	Taylor	\$3,528.00
Events Coordinator	Carole	Bean	\$2,305.00
Intra Basketball Head MS F	Gloria	Fritz	\$1,260.00
Intra Basketball Head MS M	Eric	Engstrom	\$1,095.00
Intra Flag Football Head MS All	Ken	Ivory*	\$1,042.50
Intra Golf Head Ms All	Rich	Burke	\$1,260.00
Intra Softball Head MS F	Danette	Baum	\$1,042.50
Intra Soccer MS	Steve	Palladino	\$1,042.50
Intra Street Hockey Head MS All	Justin	Giles	\$1,042.50

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Intra Tennis Head MS F	Gloria	Fritz	\$1,205.00
Intra Tennis Head MS M	Mike	Romeo	\$1,042.50
Intra Volleyball Head MS All	Marilyn	Eaton	\$1,152.50
Intra Wrestling Head MS M	Ricky	Royce	\$1,042.50
Marching Band Advisor	Kathy	Williams	\$2,016.00
Musical Director	Carole	Bean	\$2,016.00
Musical Choreographer	Cheryl	Fithian*	\$2,016.00
National Honor Society MS	Debbie	Frasca	\$1,095.00
Orchestra MS	Kathy	Williams	\$417.00
MS Project REACH OUT	Shelby	Kqira	\$1,008.00
Reading/Writing Club Advisor	Eileen	Edling	\$1,844.00
School Annual Advisor MS (memory book)	Debbie	Frasca	\$1,251.00
School Store Manager MS	Marilyn	Eaton	\$1,844.00
Show Choir MS	Carole	Bean	\$2,016.00
Science Academy	Jeff	Devlin	\$1,928.00
MS Study Make up and Remediation Time	Amanda	Wright	\$2,919.00
Student Government Advisor MS	Janet	Edleman	\$2,016.00
Theater Workshop MS	Tom	Yenchick	\$2,016.00
Web Page Editor MS	Jeff	Devlin	\$1,008.00
Club Coordinator LP - Fall	Veronica	Lightcap	\$1,008.00
Club Coordinator LP - Spring	Veronica	Lightcap	\$1,008.00

\*Denotes – non employee

ACTION: Approve the supplemental positions as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

h. Recommendation to approve Family Medical Leave of Absence

1. Name: Marvin Thrasher  
Position: Custodian  
Reason: Family Medical Leave  
Effective Date: July 27, 2011. He expects to return to a position in the district on 8/24/2011

ACTION: Approve the request as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

i. Recommendation to approve Medical Sabbatical

1. Name: Judy Tyson  
Position: Teacher - West Pottsgrove Elementary  
Reason: Medical/Sabbatical  
Effective Date: August 24, 2011 – She expects to return to a position in the district on the first day of the second semester

ACTION: Approve the request as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

j. Motion to reelect District Superintendent in accordance with 24 P.S. Section 10-1071, 10-1073, and 10-1075 and motion to enter into contract to establish salary and fringe benefits for the position of District Superintendent

ACTION: Approve the motion as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

k. Motion to reelect District Assistant Superintendent in accordance with 24 P.S. Section 10-1073, 10-1075 and 10-1077 and motion to enter into contract to establish salary and fringe benefits for the position of District Assistant Superintendent

ACTION: Approve the motion as submitted

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

2. BUSINESS

- a. Recommendation to approve budget transfers for June 2011.

ACTION: Approve budget transfers for June 2011 as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- b. Recommendation to approve the payment of the Ringing Rocks Elementary School Construction Project invoices as presented.

The invoices listed below are presented for approval:

**E.R. Stuebner, Inc. – General Contractor**

Total amount of contract	6,524,000.00
Change Orders	<u>127,590.40</u>
Total amount of contract	6,651,590.40
Total paid to date	4,366,104.71
Current amount due	647,197.00
Balance to finish	1,638,288.69

**Landmark Service Company, LLC - HVAC**

Total amount of contract	2,841,000.00
Change Orders	<u>2,435.99</u>
Total amount of contract	2,843,435.99
Total paid to date	1,965,983.37
Current amount due	190,745.37
Balance to finish	686,707.25

**MJF Electrical Contracting, Inc. - Electrical**

Total amount of contract	2,024,700.00
Change Orders	<u>13,567.31</u>
Total amount of contract	2,038,267.31
Total paid to date	1,092,251.70
Current amount due	184,351.77
Balance to finish	761,663.84

**Vision Mechanical - Plumbing**

Total amount of contract	742,200.00
Change Orders	<u>10,355.08</u>
Total amount of contract	752,555.08
Total paid to date	643,596.58
Current amount due	19,066.50
Balance to finish	89,892.00

**TMI Commercial, Inc.**

Total amount of contract	141,300.00
Change Orders	0.00
Total amount of contract	141,300.00
Total paid to date	104,085.00
Current amount due	18075.50
Balance to finish	19,139.50

ACTION: Approve the payment of the invoices listed above.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- c. Recommendation to approve the payment of the Pottsgrove Middle School Retaining Wall Project invoice as presented.

The invoice listed below is presented for approval:

**E.R. Stuebner, Inc. – General Contractor**

Total amount of contract	381,000.00
Change Orders	0.00
Total amount of contract	381,000.00
Total paid to date	0.00
Current amount due	196,410.60
Balance to finish	184,589.40

ACTION: Approve the payment of the invoice listed above.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- d. Recommendation to approve the contract with the Leadership and Learning Center as presented.

ACTION: Approve the contract with the Leadership and Learning Center as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- e. Recommendation to authorize administration to enter into an agreement with Education Alternatives for the 2011-2012 school year at the rate of \$95/hour.

ACTION: Authorize administration to enter into an agreement with Education Alternatives as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- f. Recommendation to authorize administration to enter into an agreement with Glen Mills Schools at a rate of \$104/day and \$119/day for special education students.

ACTION: Authorize administration to enter into an agreement with Glen Mills Schools as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- g. Recommendation to authorize administration to enter into an agreement with Children's Home of Reading for the 2011-2012 school year at a rate of \$140/day.

ACTION: Authorize administration to enter into an agreement with Children's Home of Reading as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- h. Recommendation to authorize administration to enter into an agreement with UHS of Doylestown, LLC for the 2011-2012 school year at a rate of \$164/day.

ACTION: Authorize administration to enter into an agreement with UHS of Doylestown as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- i. Recommendation to authorize administration to enter into an agreement with Opportunities Schools for the 2011-2012 school year at a rate of \$27,300 for the year.

ACTION: Authorize administration to enter into an agreement with Opportunities Schools as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- j. Recommendation to authorize administration to enter into an agreement with Sunbelt Staffing for a long-term substitute for a speech clinician.

ACTION: Authorize administration to enter into an agreement with Sunbelt Staffing as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- k. Recommendation to approve the following change order requests for the Ringing Rocks Elementary School:

**General Contractor**

**1-026** – To remove and dispose of unsuitable soil in classroom addition and replace soil in the amount of \$49,546 plus additional charge of approximately \$61,250 for soil remediation.

**1-029** – To remove existing CMU block at Reading Room entrance and replace with bull nosed CMU in the amount of \$1,228.70.

**1-030** - To remove existing CMU block at Room A116 entrance and replace with bull nosed CMU in the amount of \$1,188.

**1-031** - To install soffits and doors at entrances EXB103 and EXC102 in the amount of \$2,521.20.

**1-032** - To infill the existing louver openings in the walls in the amount of \$13,327.34.

**1-033** – Credit issued in the amount of \$715 for the elimination of classroom shades.

**1-034** – Credit issued in the amount of \$1,272 for the elimination of strikes, locks and hinges for heat pump doors.

ACTION: Approve the recommendation as submitted.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- l. Recommendation to approve the following change order requests for the Pottsgrove Middle School:

**General Contractor**

**1-001**– To prep and paint the main entrance support beams in the amount of \$4,410.

**1-002**– To install topsoil and seed in front of the retaining wall in the amount of \$3,080.

ACTION: Approve the recommendation as submitted.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- m. Recommendation to authorize administration to enter into a sponsorship agreement with Hallman Retirement Neighborhoods for a fee of \$6,500.

ACTION: Authorize administration to enter into a sponsorship agreement with Hallman Retirement Neighborhoods a presented.

Motion: \_\_\_\_\_      Seconded: \_\_\_\_\_      Vote: \_\_\_\_\_

3. EDUCATION

a. Recommendation to approve attendance at conference

1. Jolyynn Kleinschmidt, Instructional Tutor, Marianne Harrison, Reading Specialist, Kay Vogt, Elementary Teacher, Mary Savarese, Instructional Tutor, Tracy Dise, Instructional Tutor, Melody Mikovits, Instructional Tutor, Judy Miller, Instructional Tutor, and Stacy Campbell, Elementary Teacher to attend MCIU's Foundations training. The cost of the workshop is \$1,200.00. Substitute coverage is not required.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_